

# **Emergency Leave/Red Cross**

## **SOP**

### **1. CONFIRM**

- a. The Sponsor unit OIC/NCOIC feels that there is just cause to send the soldier home early.
- b. The soldier wants to go home (just because the soldier has good reason to go home early, doesn't mean that he has to).
- c. Get a copy of the soldier's Orders (make 5 copies).
- d. ODT Line Number, Unit, and State.
- e. Soldier's full name and SSN.
- f. How did the soldier get here? (commercial, MILAIR, charter)
- g. How is the soldier going home? (commercial, MILAIR, charter)
- h. Best place to land.
- i. Inform the ODT Manager ASAP.

### **2. PREPARE** the soldier and his unit (how soon can they be on the road).

- a. Soldier needs to get packed ASAP!
  - (1) Soldier needs to arrive 1hr prior to departure (at least).
- b. Unit has a way to transport the soldier.
- c. Unit prepares a DA 31.
  - (1) Assign a control number (e.g. Unit +0001); do not use the Active Duty Control number. Keep in the RC channel if possible; use Active Duty procedures as appropriate.

### **3. Soldier Arrived Commercial Air.**

- a. You are changing current reservation, not a Red Cross Emergency funded reservation. Soldiers doing ODT use return leg of the round trip ticket. The soldier does not return to Europe.
- b. The government ticket can be changed for any date, provided there is space available. Call the airline and asked that the flight date be move up. Normally the airlines are very accommodating, explain the situation, and they will try to help.

c. In group travel, the airline cannot always make the changes. Contact the travel agency responsible for the reservations (Carlson Wagon-Lit or SATO) they will make the changes.

(1) Carlson Wagon-Lit – 1-800-288-5999.

(2) SATO – 0800-826-8960 (toll free Europe).

d. If the airline cannot make accommodations that are acceptable: check for a fund site on the orders and proceed as outlined above.

#### **4. Soldier arrived MILAIR or Charter.**

a. If there is a fund site on the soldiers orders:

(1) Go to the local government travel office (SATO) with 5 sets of orders. Request a ticket to the stateside airport nearest to their Home Duty station.

(2) You are amending the travel date on the orders; this may confuse the local travel office. Call it TDY to eliminate confusion.

(3) If you tell them it is a Red Cross Emergency leave-they can only ticket the soldier on the first direct flight to the closest international airport, which may be a long way from home duty station. The soldier has to find his own way home from there.

b. If there is **NOT** a fund site on the orders:

(1) Call the State/RRC Traffic Manager or ODT Manager and get a fund site from them.

(2) Proceed as outline above.

5. **FUNDING.** If this question comes up, it should be referred to the Reserve Component Liaison Office as soon as one of them can be contacted. The State or RRC needs to fund the ticket up front, the OCONUS MSC can reimburse if necessary.

#### **6. MISCELLANEOUS.**

a. **Keep the State/RRC ODT Manager informed**

b. If a soldier has an emergency at home, it is the Army's responsibility to get her/him home in the timeliest manner possible. However there has to be some common sense used also. Sometimes it is possible to get an earlier flight, but it is at great-added cost, with many connections through undesirable countries, arriving only a day or hours earlier. Is that day absolutely necessary? Sometimes yes, sometimes no. This is a judgement call. Please, practice sound judgement.